

~~CONFIDENTIAL SECRET~~Recurring Reports Prepared for the Office of the ComptrollerBy the Machine Records Division

Frequency	Job No.	Report Name	No. of Copies Prepared	D I S T R I B U T I O N				BUDGET DIV.
				VOUCHERED		VITAL		
				PAYROLL	MRD	MATERIALS	1507	ALCOTT
Bi-weekly	601	Payroll Processing Reports	3	2	1			
		A. Plus Additional Compensation	3	2	1			
		B. Less Old PCC	3	2	1			
		C. Plus New PCC	3	2	1			
		D. Less Old Normals	3	2	1			
		E. Plus New Normals	3	2	1			
		F. New Normal Pay	3	2	1			
		G. Normal Other Earnings and Deductions	3	2	1			
		H. Temporary Less Normals	3	2	1			
		I. Earnings Manuals	3	2	1			
		J. Pay Manuals - Earnings This Period	3	2	1			
		K. Earnings - Tab Proof	3	2	1			
		L. Pay - Tab Proof	3	2	1			
		M. D.C. Tax - Tab Proof	3	2	1			
		N. Pay This Period List	3	2	1			
		O. Other Earnings and Deductions This Period	3	2	1			
		P. Back Up Sheets for Allotment Charges	4	3	1			
		Q. Check Issue List	3	3				
	603	Bond Reports	3	2	1			
		A. Bond Balance Listing	3	2	1			
		B. Bond Issue List	1	1				
	607	C. Destroy Plate List	1	1				
		Employee Statement of Earnings and Deductions	1	1				
610		Pre-Printed Listings	1	1				
		A. "Time & Attendance and Payroll Change Slips"	1	1				
	611	B. T and A Lists	3	2	1			
		Transfer and Termination Reports	6	6				
		A. Withholding Tax Statements	3	2	1			
		B. Terminations	3	2	1			
		C. Transfers In	3	2	1			
		D. Transfers Out	3	2	1			

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Frequency	Job No.	Report Name	No. of Copies Prepared	D I S T R I B U T I O N				BUDGET DIV. 1507 ALCOTT
				VOUCHERED PAYROLL	MRD	VITAL MATERIALS		
	615	Salary Checks	1	1				
	616	Vital Materials (Cards)	10,000			10,000		
	620	Leave Reports	5	1	1		2	
		A. Leave and Overtime Report	6 ✓	1	1	1	2	
		B. Excessive Sick Leave Report	6	1	1	1	2	
	650	Current Leave Report	4	3	1			
Four Weeks	605	Roster	7	7				
Quarterly	611	Individual Earnings Balance Summary	3	2	1			
	618	Machine Audit of Normal Pay File	3	2	1			
	620	Leave and Overtime Listing	3	2	1			
	634	Projected Average Annual Salaries	3	2	1			
Annually	611	Tax Reports						
		A. Withholding Tax Statements	3	2	1			
		B. Retirement and Tax Deductions (2 Reports)	6	4	2			
		C. Individual Earnings Statement	3	2	1			
	614	Consolidated Retirement Report	3	2	1			
	624	Leave Statements	4	3	1			
	648	Position Cost	3	2	1			
	633	FICA Reports	2	2				
	650	Individual Leave Report	2	2				

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Frequency	Job No.	Report Name	No. of Copies Prepared	DISTRIBUTION			ACCOUNTS BRANCH	PERS.	AUDIT
				UNVOUCHERED PAYROLL	MRD	VITAL MATERIALS			
Four Weeks	201	Preprinted Change Notices	3	2 2					
	202	Payroll Report							
		A. Check List	2	1		1			
		B. Salary Checks	1	1					
		C. Check Issue List	2	1					
	203	Allotment Expense Analysis	3	3			1		
	204	Journal	1	1					
	205	Paid at Station	3	2 2					
	206	Deduction Report							
		A. Credit Union Deductions							
		By Book Number	3	3					
		B. Other Deductions	3	2 2					
	207	Insurance Deduction Report							
		A. Hospitalization and							
		Insurance Deductions	2	1					
		B. Government Insurance Deduc-							
		tions and Expense Report	3	3					
	208	Payroll Recap	3	2	1				
	209	Ledger (Staff Employees,	4	3					
		Agents, etc.)	6	6					
	210	Withholding Tax Statements	3	3					
	212	Personnel Budget Report							
	220	Vital Materials (Cards Pay							
		Period basis)	5,400	5,400					
	221	Report of Covert Tax Deductions	3	3					
Monthly	201	Preprinted Change Notices	3	2 2					
	202	Payroll Report							
		A. Check List	2	2					
		B. Salary Checks	1	1					
		C. Check Issue List	2	2					
	203	Allotment Expense Analysis	3	3					
	204	Journal	1	1					
	205	Paid at Station	3	2 2					

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Frequency	Job No.	Report Name	No. of Copies Prepared	DISTRIBUTION			ACCOUNTS BRANCH	PROGRAM ANALYSIS STAFF
				UNVOUCHERED PAYROLL	MRD	VITAL MATERIALS		
	206	Deduction Report						
		A. Credit Union Deductions	3	3				
		B. Other Deductions	3	3 2				
	207	Hospitalization and Insurance Deductions	2	2				
	208	Payroll Recap	3	2	1			
	210	Withholding Tax Statements	3	3				
	212	Personnel Budget Report	3	3				
	213	Outstanding Check List	2	2				
	217	Social Sec. Report of Deduction and Expense	3	3				
	221	Report of Covert Tax Deducted	3	3				
	329	Monthly Activity Totals	5					2
Quarterly	214	Roster of Personnel on Rolls (alphabetical & by Number)	10	10				
	220	Vital Materials	8,500 cards			8,500 cards		
	217	Quarterly Social Security	5	5 4				
Annually	210	Withholding Tax Statements and List Showing Gross Salary and Tax (D.C.)	3	3				
	215	Individual Earnings Record	1	1				
	216	Retirement						
		A. V. Registers	2	1	1			
		B. P. Registers	2	1	1			
		C. Cumulative Report	2	1	1			
	217	Yr. Social Security Report by Quarters	3	3 1				
	224	D.C. Tax Deducted	3	3				

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Frequency	Job No.	Report Name	No. of Copies Prepared	D I S T R I B U T I O N	
				FINANCE	DIVISION
Daily	501	Processed Voucher Reports			
		A. Daily Proof Listing, by Voucher	1	1	
		B. 58 Items Listing - Expense	1	1	
		C. Voucher Register	1	1	
		D. Distribution Journal	3	3	
		E. Summary	3	3	
		F. Allotment Item Listing	3	3	
	550	Fiscal Accounts - proof balancing	1	1	
Weekly	504	Accounts Receivable Reports (Advances)			
		A. Advances to Agency Personnel - Regular Rolls	12	12	
		B. Advances to Agency Personnel - Special Rolls	12	12	
		C. Summary	9	9	
	506	Accounts Payable Liquidation Control	3	3	
Semi-Monthly	570	Unexpended Subsidies and Grants	6	6	
	571	Cash with Funding Activities and Investments in Proprietary Projects	6	6	
		A. Advances to Stations Acknowledged	6	6	
	572	B. Advances to Projects Subsidy	6	6	ELIM
		C. Advances to Projects Other	6	6	ELIM
Monthly	502	Obligation Proof List	1	1	ELIM
	504	Advances			
		A. Advances to Agency Personnel, Regular Rolls Trial Balance	6	6	
		B. Advances to Agency Personnel, Special Rolls Trial Balance	6	6	
		C. Advances to Agency Personnel, Regular Rolls Zero Balance Statements	1	1	
		D. Advances to Agency Personnel, Special Rolls Zero Balance Statements	1	1	
	505	Cost Reports			
		A. Summary - 3 years (6 per year)	18	18	ELIM
		B. Detail Support List (6 per year)	18	18	ELIM
	506	Accounts Payable Property	4	4	

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Frequency	Job No.	Report Name	No. of Copies Prepared	DISTRIBUTION	
				FINANCE	DIVISION
507		Expense Reports			
		A. Agent Cashier Accounts Detail List	4	4 3	
		B. Agent Cashier Accounts Summary	4	4 3	
		C. Disbursing Office Cash Available to Finance	4	4 1	
		D. Expenses From Overt Allotments for Property	4	4 2	
508		Compensation Reports			
		A. Accrued Compensation	12	28 10	
		B. Accrued Compensation - Zero List	3	3 27	OR
511		Expense Lists for 3 FY's and 1 Special Year	28 24	28 20	
512		Allotment Ledger for 3 FY's and 1 Special Year	28 24	28 24	
513		Allotment Reports			
		A. Status of Allotments Major Component	36 28	36	
		B. Status of Allotments Element	60 72	60 54	
		C. Status of Allotments Area Division	84	84 63	
		D. Status of Allotments Directors Group	28 28	28 36	
514		Payments by Fiscal - Current FY and 1 Special Year	36 72	36 42	
521		Current Income, Miscellaneous Receipts	4	4 1	
523		Transfer Authorization			
		A. Issued	8	8	
		B. Received	8	8	
525		Fiscal Payments - Reconciliation	3	3 2	
526		A. Advances for Subsidy Projects	6	6 5	
		B. Advances for Projects Other Than Subsidy	6	6 4	
528		Refunds Due On Unused Passenger Tickets	6	6	
530		Advances to Agency Personnel - continuing	6	6	
531		Delinquent Advance Reports			
		A. Due From Agency Personnel - Special Rolls	8	8 6	
		B. Due From Agency Personnel - Regular Rolls	6	6 5	
533		Accrued Compensation Abroad	12	28 7	
535		Accounts Payable, Transportation	6	6 4	
536		Advances and Other Due From Former Agency Personnel	6	6 5	
537		Personnel Transfers	3	3 1	
538		Income Tax Withheld From Agents	6	6 3	
539		Income Tax Received From Agents	6	6 3	
540		Allotment Ledger Summary (3 years, 6 per year)	28 72	28 8	
541		Property Issue Expense Listing - 2 years	12	28 10	
542		Accounts Payable Property - outstanding 1 year	4	4	

Frequency	Job No.	Report Name	No. of Copies Prepared	DISTRIBUTION	
				FINANCE	DIVISION
25X1	545	Due U.S. FICA Taxes	6	6	3
	547	Funds Withheld Commercial Contractors	3	3	
	548	Current Credit Procured	4	4	
	549	Station Suspense Ledger	6	6	8
	551	Expenditure Reports (Fiscal)			
		A. Expenditures by Object Class Within Allotment - Fiscal Accounts	9	9	
		B. Expenditures by Object Class by Office of Deputy Director	9	9	
		C. Expenditures by Object Class Agency-Wide	9	9	
	552	Expenditures by Object Class, by Office of Deputy Directors	9	9	
	553	Expenditures Agency-wide (Fiscal)	9	9	
	560	Accountability of Decentralized Installations	3	3	
	561	Property Transfer Between Field Stations	3	3	
	562	Property Transfer From Field Stations to Headquarters	3	3	
	563	Deferred Debits - Undistributed Charges	6	6	
564	Accounts Payable - Income Tax Credits Due Agents	6	6	2	
565	Supplies Purchased by Field Installations	4	4	3	
566	Disbursements of Funds Awaiting Certification	6	6	1	
569	Advances to Other U.S. Government Agencies				
	A. Appropriation Expended	6	6	4	
	B. Appropriation Unexpended	6	6	4	
570	A. Imprest Fund - Advances	6	6	5	
	B. Miscellaneous Accounts Receivable	6	6	4	
	C. Deferred Debits	6	6	4	
	D. Deferred Credits Misc.	6	6	4	
	E. [REDACTED]	6	6	4	
25X1C12B	F. [REDACTED]	6	6	4	
	G. Documents Due In From Projects	6	6	4	
571	Miscellaneous Trust Deposits	6	6	4	
Quarterly	504	Statement of Advances			
		A. Regular Rolls	22	3	22
		B. Special Rolls	22	3	22
		C. Aging of Advances	1		1

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Frequency	Job No.	Report Name	No. of Copies Prepared	DISTRIBUTION	
				FINANCE	DIVISION
	510	Credit Union Roster List			
		A. Alphabetic	2	2	
		B. Book Number	2	2	
	511	Expense Listings for Prior FY's	6 2 2	6 2 0	
	513	Status of Allotments			
		A. Prior Years and 1 Special Year Major Component	12 4 8	12 2 6	
		B. Prior Years and 1 Special Year Element	60 1 4 2	60 1 2 2	
		C. Prior Years and 1 Special Year Area Division	84 2 5 2	84 1 8 9	
		D. Prior Years and 1 Special Year Directors Group	12 4 8	12 3 6	
	523	Aging of Transfer Authorizations			
		A. Issued	6	6	
		B. Received	6	6	
	524	Budget Analysis			
		A. Sub Object Class Within Division	12	12	
		B. Sub Object Class Agency-wide	12	12	
	570	A. Special Commodity Assets	6	6 3 2	
		B. Personal Effects of Deceased Agency Personnel	6	6 3 2	
	964	Travel Order Reports	22	22	
Semi-Annually	504	Advance Accounts			
		A. Zero Balance - Regular Rolls	3	3 1	
		B. Zero Balance - Special Rolls	3	3 1	
	506	Accounts Payable Property - Zero Balance Listing	3	3	
	505	Cost Detail List (3 years)	18	18	
	508	Accrued Compensation			
		A. Zero Balance List	3	3	
		B. Special Rolls - Statements	3	3	
	511	Expense Listing for Prior Years	6 1 1	6 1 2	
Annually	511	Expense Listing for Current Year and Prior Years and 1 Special Year (3 years)	18	18	
	514	Object Class Spread of Fiscal Payments			
		A. By Projects 3 FY's and 1 Special Year (3 years)	84 2 2 2	84 1 2 2	

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Frequency	Job No.	Report Name	No. of Copies Prepared	D I S T R I B U T I O N	
				MRD	PERS
Monthly	103	A. SE, SA, MIL and Security In Process - by Office	4	2	2
		C. SE, SA, MIL and Security In Process - by Ceiling Totals	1	1	
		D. SE, SA, MIL and Security In Process - by Project Breakdown	4	2	2
	104	Combined Alphabetic List - Staff Employees	8	1	
	105	MRD Work Register	3	1	
	120	A. Military Personnel - Alpha Roster	9	1	
	121	A. Leave Without Pay List - Alpha	4	2	
		B. Part-time Employee List - Alpha	5	2	
		C. Agency Personnel on Military Furlough - Alpha	5	2	
	151	Security In Process Work Register	2	1	
	152	Security In Process Consolidated Report	3	1	
	154	Security In Process Alpha, by Office List	5	1	
	158	Security In Process - EOD's With Provisional Clearance	2	1	
	163	Security In Process - Cancellations by Recruitment Source	5	1	
	142	Pending Reassignment Listing	5	1	
	143	Organizational Code Listing	11	3	
Daily	301	Daily Control Listings			
		A. Stock On Hand Controls	1	1	
		B. Stock In Transit Controls	1	1	
		C. Stock In Use Controls	1	1	
		D. Direct Shipment Controls	1	1	
		E. Document Control Listing for Direct Shipments	1	1	
		F. Document Control Listing for All Others	1	1	
		G. Daily Receipts Register	5	1	
	302	Daily Ledger Accounts			
		A. Debits	3	1	
		B. Credits	3	1	
		C. Accounts Payable Cards	1	1	
Semi-Monthly	303	Stock On Hand Transaction Register	5	1	
	304	Stock On Hand			
		A. Availability	7	1	
		B. Without Nomenclature	7	1	
		C. Without Unit Price	7	1	
		D. Credits	7	1	

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Frequency	Job No.	Report Name	No. of Copies Prepared	D I S T R I B U T I O N	
				MRD	
	306	Stock Status			
		A. Due In Transaction Register	1	1	
		B. Due In Status Report	5	1	
		C. Due Out Transaction Register	1	1	
		D. Due Out Status Report	5	1	
	308	Stock Accounting Controls - Quantity and Dollar Value	1	1	
Monthly	311	Stock In Transit			
		A. Transaction Register	5	1	
		B. Status Report	5	1	
	314	Acquisition Difference - On Hand Report	5	1	
	315	Stock In Use			
		A. Transaction Register	5	1	
		B. Status Report	5	1	
	316	Acquisition Difference - In Use Report	5	1	
	317	Stock On Loan			
		A. Acquisition Difference	5	1	
		B. Transaction Register	5	1	
		C. Status Report	5	1	
	318	Stock Issue			
		A. Register	5	1	
		B. Without Price	5	1	
	319	Monthly Ledger Account Report			
		A. Debits	3	1	
		B. Credits	3	1	
	320	Stock Monetary Value Reports			
		A. Stock On Hand	14	1	
		B. Stock In Transit	14	1	
		C. Stock In Use	14	1	
		D. Stock On Loan	14	1	
	323	Subsidiary Report			
		A. Cost Cards	1	1	
		B. Cost Control Listing	2	2	
	329	Monthly Activity Totals	5	1	

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				MRD	
Bi-Monthly	339	Report of Inventory and Adjustments	6	1	
Quarterly	358	Detached Stations Cost Transactions Register	1	1	
	960	Personnel Information			
		B. Personnel By Residence (Tabulation)	4	1	
		C.(1) Home Information and Office to Which Assigned (Alpha)	4	1	
		(2) Home Information and Office to Which Assigned (Alpha by geographical location)	4	1	
Monthly	987	Job Analysis Reports			
		A. Machine Utilization Report	1	1	
		B. Machine Utilization By Branch Report	1	1	
		C. Machine Utilization By Job Report	1	1	
		D. Machine Utilization By Type Report	1	1	
		E. Machine Records Division Multiple Machine Report	1	1	
		F. Personnel Leave Report	1	1	